



United States  
Department of  
Agriculture

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Agricultural  
Services

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**SUBJECT: FSA's Electronic Distribution of Disbursements Web Site**

As of December 15, 1999, you will have the option of receiving your disbursement statement information for payment of Processed Commodities contract, storage, and freight charges from the FSA Electronic Disbursement Web site. Our Internet address for accessing this site is <http://pcsd.usda.gov/finance>. Instructions for registering and logging on to the Web site are enclosed.

This web site has been designed to allow you to access your disbursement information within 24 hours of when a payment is transmitted and posted to your account. We encourage you to take advantage of this opportunity of having "immediate" access to your disbursement statement instead of waiting three to five days for it to be mailed to you.

You may access our site with either a Netscape or Internet Explorer Browser that uses **128-bit keys**, but our site runs best using the Netscape browser. Prior to registering on-line, you will need to be sure that your company has submitted their taxpayer identification number (TIN) to our office. Your TIN will be your user ID number needed for registering and logging on to the disbursement site.

Once you have registered on the Web site, a system assigned password will be automatically e-mailed to you within 24 hours. You will then be able to logon to the disbursement site, and view current payment details. You can also use our Web site's search facility to research recent payments made within the last 8 weeks.

Disbursements are normally made on Tuesdays and Fridays, but holidays may alter this schedule. Our system will notify you by e-mail when any new payments are made. If you are expecting a payment, and have not received this e-mail notification, you should check the Web site for your disbursement since e-mail delays can be experienced at either end of a transmission.

You can contact us by e-mail at any time to inquire about disbursement issues or Web application conditions. On e-mail communications to us, please identify the type of disbursement (storage, contract or freight) associated with your inquiry in the Subject Line of your e-mail.

Our Web site will offer you real convenience in getting your disbursement data. You will be able to access our site 24 hours a day, 5 days a week with some availability on the weekends. Payment information is presented both in a summary and detail format that is consistent and easy to understand.

We want to emphasize our system has been designed with the focus on protecting your financial information. Disbursement information is encrypted before transmission on the Internet using Secure Socket Layer (SSL) using 128-bit keys strong encryption.

We are certain that you will find our electronic disbursement system a secure and convenient way of getting your disbursement information. Again, we want to urge you to take advantage of this opportunity. Mark your calendars for **December 15, 1999** to access our home page and **REGISTER!**

Sincerely,

George Garrett  
Chief, Commodity Financial Operations Division, Payment Control Branch

## Registration Instructions

Vendors and warehouses or their agents, and transportation carriers can register on the Disbursements Web site by accessing the Home Page and then clicking on the underlined link (Register). Registration categories include Individual or Master Entity and Agent. Please refer to the instructions below for each registration type.

### Register - Individual Entity, Master Entity, Agent

This page is divided into two parts. So what you see when you first access this page is only the Taxpayer/Agent ID box and the Inquire button. You will:

- enter your Taxpayer Identification (TIN) or Agent Number
- click on Inquire.

Our system will validate whether the TIN/Agent number you have entered is in our database. If it is validated, the second part of this page will pop up. An entity code drop down box will be displayed with either an entity code number or the word "Master Entity" printed in the box. If you are registering as an Agent, this box will not be displayed.

### Register - As Individual Entity

If your company has only a single entity code, associated with the TIN, this entity code will be printed in the box. If your company has multiple entity code numbers, then the word "Master Entity" will be the first item in the box, and all the entity codes and locations associated with that company TIN number can be viewed by clicking on the arrow in the drop down box .

You should register each entity code/location associated with a TIN. The contact information you enter can be the same for each code you are registering, or it can be unique for each.

Repeat the following steps for each entity code displayed in the drop down box:

- select entity code
- enter the contact information
- click on add.

You will be issued a unique password for each of your codes. You will receive an e-mail at the address you provided which will include your password. Establishing this TIN/entity code relationship will allow you to see the disbursement information for that specific entity code only.

### Register - As a Master Entity

If your company also has a corporate or centralized office that needs to see all the disbursements for every entity code number/location, then that office would register as the Master Entity.

For example, if a company has a central office and several plants in various locations through out the country, each plant must register with their individual entity codes, and the central office has the option of registering as the Master Entity.

There can be only one Master Entity associated with a Taxpayer ID number. This Master Entity will be issued only one password. You will receive an e-mail at the address you provided which will include your password.

## Registration Instructions (con't)

### To register as the Master Entity:

- select Master Entity
- enter the contact information
- click on add.

### Register - As an Agent (For Grain warehouses and vendors only)

In some cases, grain warehouses may have another party act as their business or financial representative. These representatives are referred to as agents and are assigned a five digit identification code in the system. Agents will use this identification number instead of a Taxpayer Identification number to register on the Disbursement Web site.

Since you are registering as an agent, the drop down box for selection of entity or master codes will not be displayed. You only need to:

- enter contact information
- click on add.

You will be issued a unique password, and will receive an e-mail at the address you provided which will include your password. You will be able to see all the taxpayer identification numbers and entity code combinations associated with your client/warehouse's financial activities.

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***NOTE: The above information and additional instructions for logging on to the system, searching the data base, and viewing disbursement summary and detail data can be found by clicking on the underlined link (Help) on the Home Page of the Disbursement Web site.***